News and Productions

ORGANIZATION OF THE DEPARTMENT:

News and Productions Director

Productions Coordinator

Daily News Editors (1 per day)

News Staff

Heelers

SHIFTS:

Five minute newscasts: 4pm, 9pm, Monday thru Friday
1pm, 9pm, Sunday
These include news (WIB) and weather from UPI.

Ten minute newscasts: 11pm, Sunday thru Friday.
This is "Retrospect," and includes news (WNR) and weather from UPI and actualities from BBC and New Haven.

Fifteen minute newscasts: 6pm, Sunday thru Friday
This is the "Evening Roundup" and includes news (WNR), sports, and weather from UPI, and actualities from BBC and New Haven.

Stock Market Report: 6:15pm, Monday thru Friday.
From UPI.

This Week at the United Nations (TWATUN)(Production):
6:15pm Sunday; Received by mail from the UN.

Yale Reports (Prod.): 6:30pm, Sunday.
Prepared by the University.

Talk of the Town (Prod.): 8:30pm, Monday.
Telephone answering by distinguished guests.

Inquiry (Prod.): 8:30pm, Tuesday.
Meet-the-press type panel interview show.

Focus (Prod.): 8:30pm, Wednesday.
Original productions.

Forum (Prod.): 8:30pm, Friday.
Replay of important speech made on campus or in New Haven.

GENERAL INFORMATION:

I. Any station member may do a production, e.g., for Focus. Talk to the Productions Coordinator if you're interested. Similarly, any station member can do a news shift, although members of the News Department get first choice of shifts. If you're interested, talk to the News Director.

II. After doing his shift, the newsreader places all used copy in the appropriate tray in Studio 2. Only exceptions:
--stories which are to be read in the next news, which are left on the desk in Studio 2.
--all SPORTS, which are place is separate tray in Studio 2

III. Basics of Copywriting: (and only the basics...see the News Manual or UPI Stylebook for more complete information):

1. Include who, what, where, when, and how.

2. Write in the form of an inverted pyramid: heavy, key news on top; lesser stuff, details, lower.

3. Update: In radio, there's no place for a day-old story.

4. WRITE FOR THE EAR, NOT THE EYE...it's going to be read to the listener, he won't see it and can't go back if he misses something. Ergo, make it clear. Catch attention with the first phrase. Watch out for multisyllabicwordsandcomplicatedphrasesandstructures which will tongue-tie the announcer. Use dashes and dots for spacing. Use short sentences. If it sounds better, use contractions.

IV. Actualities: the actual voice of a person connected with a news story, either taped live or over the telephone.

1. Use portable 602 or Uher.

2. Take the necessary equipment: free tape, take-up spool, mike stand, mike, power cord, extensions for mike and power, the "WYBC--IVY" mike tag if there will be photographers present(nearly always...it gives us free pr if strategically placed).

3. Select the part you want...edit if necessary but don't change the meaning (you can cut "I--uh--don't want war" to "I don't want war," but don't cut it to "I want war.")

4. Make actualities short, terse, and to the point. Never over 30 seconds.

4. Transfer from tape to cartridge.

5. Mark the time and subject on the cartridge. Make sure it's properly cued up.

6. WRITING THE STORY:
   a. see "III" above
   b. The actuality goes on top (but not as the lead).
   c. Frame the actuality with the speaker's name: within five words of start and finish.
   d. Don't repeat what the actuality says. Example: Don't say "Mayor Lee told Kingman Brewster to 'Go to Hell.'" and then play an actuality of Mayor Lee saying "go to hell."
   e. The announcer's copy shoul tell him the first few words (so he can get the write type of accent on the intro), the last phrase (it's his cue), and the time. Example:

...said Mayor Lee:

ACT: "I think Kingman....

8 sec.

...should go to hell."

As Mayor Lee was saying these fateful....

V. Telephone tapes:

1. We must tell the person we're taping that he's being taped...both before and after we do it. If he wishes, give him your questions and offer to call back after he's prepared an answer.

2. Have your equipment set and ready to go when you make the call...Remember--you're representing WYBC to the community.

3. Our Telephone lines are normaled into the console; after connecting the call, you just hit the appropriate remote button, and thephone conversation is going into the console. To record it, just patch Line Out into one of the tape recorders ane follow normal recording procedure.

THERE IS A NEWS MANUAL AND A UPI STYLEBOOK ON THE NEWSDESK. READ THESE. THEY EXPLAIN THE ABOVE IN MORE DETAIL AND INCLUDE OTHER IMPORTANT INFORMATION, SUCH AS UPI ABBREVIATIONS, EXAMPLES OF GOOD WRITING, ETC. READ THESE.